

Latinx Community Outreach Coordinator
WSU Snohomish County Extension
9/17/2021

Join our dynamic team to help your community learn about the environment and improve the health of Puget Sound and surrounding areas. The position involves working with the Latinx community to inform and engage on environmental issues. An important aspect of this work is learning what the community needs to help them adapt to climate change and improve their local environment.

General Description:

Support the expansion of Spanish language / Latinx focused educational programming within WSU Extension, with a focus on natural resource topics. Coordinate education, research and stewardship projects and continuing education with Latinx *Promotores del Medio Ambiente* volunteers. Assist in the development of educational events and public involvement that serve Latinx residents in North King and Snohomish Counties and engage them as volunteer educators. The current topical focus areas for *Promotores del Medio Ambiente* are climate change, recycling, hazardous waste disposal, and stormwater pollution. Work may require working in outdoor settings in King and Snohomish Counties, lifting loads of up to 25 pounds and working in a shared office environment. Weekends and weeknight work are required. Reliable transportation is required, and travel reimbursement is provided.

This is a 15 to 20 hour per week position through November 30, 2022, with a possibility for an additional year and growth in the position. The position is located with WSU Snohomish County Extension and will primarily be work from home.

Responsibilities:

1. Support and encourage community service of *Promotores del Medio Ambiente* volunteers. Plan, prepare and implement project and events related to climate change, recycling, and stormwater pollution. Grow young program into something solidly routed in WSU Extension and retain volunteer involvement.
2. Engage with the Latinx community to learn about needs regarding climate change through interviews and focus groups.
3. Plan and implement Spanish language volunteer training involving numerous guest presenters as well as shorter continuing education and advanced training sessions. Coordinate selected natural resource projects, as identified with the WSU Snohomish County Extension Natural Resource Programs Director.
4. Engage new Latinx community members as volunteers and recipients of education. Provide support in the design, production, and distribution of Spanish-language program outreach and communication materials, including website content, Facebook posts, text campaigns, flyers, signs, and / or paid advertising.
5. Conduct evaluation of education and volunteer project outcomes.
6. Work independently and make decisions based on prior experiences, in effective and as needed communication with appropriate staff.
7. Develop new project ideas and partners.
8. Other duties as determined by the Supervisor.

The ideal applicant will be interested environmental issues and in engaging Latinx community members, so they can benefit from the extensive resources and information available about natural resource protection and environmental opportunities. The applicant will be a people person who loves working

with others, reaching out to new people and is interested in building a young initiative into a vibrant, long-term program. This person will enjoy a fast pace, deadline driven, family oriented work-place that is all about connecting community to knowledge and resources, so they can do public good AND benefit our environment.

Required Qualifications:

- Experience coordinating volunteers or students in any type of setting.
- Concrete examples of community-based events planned and / or implemented.
- Interest in learning about or knowledge of Puget Sound natural resource issues, especially climate change, stormwater pollution, and recycling issues.
- Fluency in social media particularly for the Latinx community.
- Able to multi-task well.
- Competency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and Zoom.
- Confident communicator in both the spoken and written word, in English and Spanish.
- Familiar with Latinx organizations, community members and/or businesses in north King and Snohomish Counties, Washington.
- In accordance with Washington State Governor's Proclamation 21-14.1, as a condition of employment, all WSU employees must be fully vaccinated or have an approved medical/religious accommodation no later than October 18, 2021. People are considered fully vaccinated two weeks after receiving their last shot in a vaccine series. Vaccine or an approved accommodation for new employees will be verified no later than October 18, 2021. If the effective date of appointment is October 18, 2021 or later vaccine or approved accommodation status will be verified prior to first day of employment. Please reach out to Human Resource Services (HRS) at hrs@wsu.edu or 509-335-4521 if you have questions regarding this.

Benefits: Temporary positions offer one hour of sick leave accrued for every 40 hours worked. There are no other benefits. Hourly pay will be \$18 – 22 / hour depending on experience.

To apply, please send a resume and cover letter, as well as two references attention Patricia Townsend, Natural Resource Programs Director at patricia.townsend@wsu.edu. Applications will be reviewed as they are received, but no later than October 10th. All applications must be in English. Inquiries can be directed to Patricia at (425) 357-6020. Please use subject line "Latino Project Coordinator Application" in subject line if emailed.